



RECORDS RETENTION AND DISPOSITION SCHEDULE

Natural Resources, Department of. Land Acquisition Division.

Agency: Land Acquisition Division		Division:	
ITEM NO.	RECORD SERIES	TITLE/DESCRIPTION (This Retention Schedule is approved on a space-available basis)	RETENTION PERIOD
1	79-4143	ACQUISITION FILE The file consists of appraisals, notes, maps, etc for properties purchased by DNR, or those currently or formerly considered for purchase.	DESTROY records of properties no longer being considered for purchase after five (5) years. MICROFILM records of purchased land according to 60 IAC 2, five (5) years after land is acquired. TRANSFER original negative roll to the INDIANA ARCHIVES for permanent archival retention. RETAIN hard copies within agency for research convenience.